

Payroll Processes

QUICK REFERENCE GUIDE

Local Tax Refund – Work


Employee work tax selection made incorrectly

Steps for Agency HR Administrator

1. Using transaction PA30, enter the employee personnel number and select the Payroll Tab.

2. Select infotype 0208, Work Tax Area. Click the “Overview” icon. 

▼ **Decision:** The employee never should have had the tax authority entry.


3. Select the record for the Tax Authority that should not have been entered and select the delete icon  twice to delete the entry.


4. Select the “Create” icon. 

5. Date the new record with the original start date of the record that was just deleted and select the correct Work Tax authority.

6. Select the “Save” icon. 

▼ **Decision:** A tax change was not done correctly.

3. Select the record for the Tax Authority to be corrected and click the “Change” icon. 

4. Change the “To” date of 12/31/9999 to reflect the last day of the pay period the record should have been ended and select the “Save” icon. 

5. Select the “Create” icon. 

6. Date the new record with the first day of the correct pay period that should have been used and select the correct Work Tax authority.

7. Select the “Save” icon. 

Note: When the next payroll is processed the tax correction will refund (current year only) the amount of any overpayment. KHRIS does not retroactively collect and pay local

taxes. Employees must remit any missed tax directly to the local tax authority. The tax paid by the employee to the authority will not be reflected in KHRIS as it was not remitted through payroll. The tax authority should provide documentation of the tax paid. If the tax authority will not accept the tax directly from the employee, please submit a Business Request for assistance.

